



COMMUNITY RESILIENCE

STRONGER TOGETHER

Nebraska Preparedness Partnership Guidebook

Overview

The information contained in the Nebraska Preparedness Partnership Guidebook are intended for small to medium size businesses. The goal is to raise awareness and encourage owners and operators to think about various considerations in how to strengthen their resiliency and potential involvement within their local communities.

- Read through the various checklists and informational points to outline an initial resiliency plan for your business or operation
- Consider engaging other key stakeholders within your community to understand other viewpoints when discussing preparedness or response scenarios
- Revisit your resiliency plan periodically and update to ensure all information is accurate
- Note any new or evolving hazards / risks at your location, which may impact your operations, assets and workforce

Resiliency Checklist

Is Your Business Resilient?

Disasters can happen anytime, anywhere. A disaster may disrupt your business for an unknown period of time. It is important to prepare your business operations and employees prior to a crisis so that you can minimize operational downtime and get back to serving your customers.

The Small Business Resiliency Checklist is the first step in the business continuity planning process. The checklist is not an exhaustive list, it is a simple tool that can be used to ensure that the basic planning process has been initiated.



Small Business Resiliency Checklist

- Assembled a “team” of employees who represent the critical aspects of the business and are responsible for preparing for and responding to business disruptions.
- Organized all of your critical documents and information so they are easily accessible when needed most.
- Identified the possible risks (natural and man-made) that can interrupt your business.
- Identified and prioritized which business operations are critical so you know what to recover first, second, etc.
- Developed continuity or emergency procedures so you can continue to provide products or services after a disaster (e.g. cannot access our building, need a generator, etc.).
- Made all important data or files accessible for decision-making, if unable to access the facility.
- Maintained updated emergency contact information for employees, vendors, suppliers, customers, and other key contacts.
- Maintained emergency supplies for your businesses to address immediate needs, such as if employees are unable to go home.

Small Business Resiliency | Quick Action Plan

Summary

The purpose of this Quick Action Guide is to provide resiliency and initial response framework to reference during a business disruption. This guide provides direction on how to coordinate response activities that impact all or part of your business's operations, with a focus on protecting people, property, and minimized downtime.

When should we use this Quick Action Guide?

As illustrated below, incidents classified as Critical or High should trigger the activation of this Quick Action Guide. It is important to recognize that this document only provides guidance on how to initiate a response.



Low

Impacts are minimal.



Medium

Regional impact or multiple facilities.



High

Operation-wide impact.



Critical

An incident having great life safety, financial, reputational, or operational impact to the business.

Critical Business Departments and Processes

The following table summarizes key information for people that should be contacted immediately following a significant business disruption. Please include alternatives where available.

Role	Name	Phone	Email

Where should we go?

Depending on the event, choose a meeting location. Account for leadership, employees, and the ability to establish communications.

Rally Location 1	Rally Location 2	Virtual Meeting
Building: Room: Address: Phone Number: Virtual Meeting Number:	Building: Room: Address: Phone Number: Virtual Meeting Number:	Phone Number: Conference Bridge #: Access Code:

Small Business Resiliency | Quick Action Plan

Before a Business Disruption

The following activities should be completed **prior** to the occurrence of a business disruption.

✓	Disaster Preparedness Task List
<input type="checkbox"/>	Stay informed of impending business disruption event, when possible (e.g. severe weather, civil unrest, etc.).
<input type="checkbox"/>	Assemble a group of employees who represent all of the critical aspects of the business and are responsible for preparing for and responding to business disruptions.
<input type="checkbox"/>	Organize all of your critical documents and information for easy access when needed most.
<input type="checkbox"/>	Identify the possible impacts of any critical resources being down (people, facilities, key third parties, etc.) that could interrupt the business.
<input type="checkbox"/>	Develop continuity or emergency procedures so the site can continue to provide products or services after a disaster (e.g. employees cannot access the building, need a generator, etc.).
<input type="checkbox"/>	Ensure important data or files for decision-making are accessible should you be unable to access the facility.
<input type="checkbox"/>	Maintain updated emergency contact information for employees, vendors, suppliers, customers, and other key contacts.
<input type="checkbox"/>	Maintain emergency supplies for your businesses to address immediate needs, such as if employees are unable to go home.

Initiate Response

The following activities should be completed **immediately following** the occurrence of a business disruption.

✓	Initial Response Task List
<input type="checkbox"/>	Ensure the employees are safe; determine how to manage the on-going safety of employees.
<input type="checkbox"/>	Notify management team of incident.
<input type="checkbox"/>	Convene management team either at rally point or virtually over a conference or phone call.
<input type="checkbox"/>	Determine incident response priorities and the need to engage third parties or other organizations to respond to the disruption.
<input type="checkbox"/>	Conduct an initial assessment to determine severity of impact.
<input type="checkbox"/>	Prepare a summary report of the incident and assign a single individual to manage the dissemination of information.
<input type="checkbox"/>	Have single individual communicate the findings to employees, operations, and distributors. Communicate guidance and priorities to those impacted.
<input type="checkbox"/>	Notify insurers and other relevant parties (e.g. Legal counsel, partners, etc.).
<input type="checkbox"/>	Gather information and document everything related to the incident. Take photos and preserve any evidence.
<input type="checkbox"/>	Consider impact to business and distributor operations and determine an action plan to mitigate any significant disruptions.